



NORTHERN ROCKIES REGIONAL MUNICIPALITY
Job Posting No. 2024.14
Natural Resources/FireSmart Coordinator

With recreation at our doorstep, affordable living and big city amenities all in a small, friendly town, consider Fort Nelson to spend less time commuting, less money on housing, and more time living.

If a competitive annual salary range of \$83,715 to \$110,151 and a comprehensive benefits package including health/dental, 4-weeks vacation and a travel grant sound interesting, then we would like to hear from you!

Reporting to the Director of Regional Development & Planning, the Natural Resources/FireSmart Coordinator (NRFC) works broadly in the coordination of projects and initiatives that encompass land and natural resource management, wildfire prevention and mitigation, and emergency management. They also may work on projects with natural resource management drivers that touch on community development, natural resources research, policy analyses, and development. This position bridges natural resource management and wildfire prevention/mitigation disciplines to advance Municipal priorities and the operational delivery of outcomes by engaging directly with Indigenous communities, residents, and stakeholders. The Natural Resources/FireSmart Coordinator will support multiple special projects by leading technical analysis and options development, process facilitation, and stakeholder engagement. With changing and emerging local government priorities, this position is an integral part of the emerging, leading edge, and strategically important initiatives of the organization.

The position requires the demonstration of significant initiative, capacity, and operating efficiency in establishing and meeting operational objectives and standards, monitoring and identifying needs for new projects, and modifications to existing ones, research and development to support such projects, and project management.

Qualifications include post-secondary education with an emphasis on Forestry, Natural Resource Management, Emergency Management or related discipline along with at least 2-3 years of experience in forestry, local government, natural resource management, emergency management or a related field. Additional qualifications include excellent verbal and written communication skills; well-developed interpersonal skills; ability to deal tactfully and diplomatically with a diverse group of partners and stakeholders with an aim to develop and maintain collaborative working relationships. Proficiency in computers/applications (Microsoft Office) including Word, Excel, and other Municipal systems is essential.

Employment is dependent on a successful Police Information Check.

A complete job description is attached to the posting file online at www.NorthernRockies.ca/Careers. We thank all applicants for their interest, and we will notify all candidates of receipt of applications.

This opportunity will remain open until filled.

Please e-mail your cover letter, resume, and three references to:

Erin La Vale, CPHR
Deputy CAO/Director of Human Resources
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Bag Service 399 | Fort Nelson, BC | V0C 1R0
Email: jobs@northernrockies.ca

In the Northern Rockies, we live a well-rounded lifestyle. We're friendly and approachable. It's in our nature to welcome you and your family warmly. If you are looking for a friendly place to live backed by an amazing natural playground, the Northern Rockies might be for you.

Find out why Fort Nelson and the Northern Rockies is BC's best kept secret, visit www.NorthernRockies.ca.

Position Title:	Natural Resources/FireSmart Coordinator	Date of Revision: February 2024
Department:	Regional Development & Planning	
Reports to:	Director of Regional Development & Planning or designates	
Employee Group:	Excluded - Management	
Wage Group:	Coordinator 2 – Currently Under Review	

Position Summary:

Reporting to the Director of Regional Development & Planning, the Natural Resources/FireSmart Coordinator (NRFC) works broadly in the coordination of projects and initiatives which encompass land and natural resource management, wildfire prevention and mitigation, and emergency management. They also may work on projects with natural resource management drivers that touch on community development, natural resources research, policy analyses, and development. This position bridges natural resource management and wildfire prevention/mitigation disciplines to advance Municipal priorities and the operational delivery of outcomes engaging directly with Indigenous communities, residents and stakeholders. The Natural Resources/FireSmart Coordinator will support multiple special projects by leading technical analysis and options development, process facilitation, and stakeholder engagement. With changing and emerging local government priorities, this position is an integral part of the emerging, leading edge, and strategically important initiatives of the organization.

The position requires the demonstration of significant initiative, capacity, and operating efficiency in establishing and meeting operational objectives and standards, monitoring and identifying needs for new projects, and modifications to existing ones, research and development to support such projects and project management. In a management and salaried position, the NRFC is expected to work a minimum of 40 hours per week and overtime as required.

Responsibilities:

1. Specific Responsibilities

Provide support to the Department Director and organization in the overall achievement of related organizational objectives in accordance with Regional Council's policies and priorities, approved budgets, and citizen expectations.

- Provide advice and support to the Director of Regional Development and Planning by recommending courses of action, programs, policies, and services designed to meet the needs of the organization, community, and region.
- Participate in and/or facilitate a variety of committees, round table discussions, and technical and public meetings as a local government representative.
- Provide advice for resolving issues and developing positive relationships with the community, partners, and other levels of government.
- Maintain current knowledge and awareness of trends, significant developments, and best practices regarding land and natural resource development and resource stewardship and disseminate such information to those who would benefit.
- Inform the Director or the CAO of issues and developments of an operational or political nature that relate to the interests of the entire municipality and provide advice for resolving issues and developing positive relationships with the community, partners, and other levels of government.

- Undertake technical analysis/evaluation for a broad range of projects and participate in other duties and special projects as assigned or delegated.
- Oversee consultant contracts, including preparation of terms of reference, review of proposals, development of contracts, oversight of contractor activities and budget, review of deliverables, and approval of payments.

In consultation with the Director of Regional Development & Planning and other Department staff, prioritize overall organizational goals and objectives including identifying land and natural resource management and planning priorities based on Municipal strategic priorities, industry, and government initiatives.

- Work collaboratively with stakeholders in the alignment of policy strategies and resources to achieve balance in the utilization of natural resources and to ensure responsible stewardship.
- Liaise with a variety of groups regarding land and natural resources activities.
- Attend meetings and prepare reports for Regional Council and various Committees of Council as requested by the Director of Regional Development and Planning when relevant to land and natural resource development.
- Coordinate incoming and outgoing agency and stakeholder referrals.

Lead and coordinate overall organizational emergency management activities in support of regional emergency management and community disaster preparedness and assist with ongoing development and implementation of the Northern Rockies Emergency Management Program.

- Act the organizational Municipal Emergency Program Coordinator
- Consult with internal and external stakeholders, including volunteers, to develop and operationalize emergency plans, guidelines, and procedures.
- Coordinate and support the administration, training, and deployment of staff and/or volunteer emergency teams to support response to planned and unplanned events.
- Participate and/or lead in the development of risk assessments, after-action reviews and debriefs.
- Provide direct response support and Emergency Management expertise in the Emergency Operations Centre; most often in Liaison Officer role.
- May act as after hours on-call EOC Officer and carry out duties as required.

As this position is partially funded through the UBCM Community Resiliency Investment Program, the Natural Resources/FireSmart Coordinator is the designated FireSmart Coordinator for the NRRM and is responsible for the facilitation of FireSmart-related activities within the Northern Rockies. At 40%-50% of current position capacity, the position will ensure that the FireSmart activities are supported, developed, and implemented in accordance with Provincial guidelines as well as with the direction and policy provided by the Northern Rockies.

- Acts as the main point of contact for the FireSmart Program.
- Seek and administer new FireSmart grant opportunities and lead and implement projects that promote public safety related to community wildfire risk reduction and FireSmart.
- Coordinate public education work being completed through the Community Resiliency Investment (CRI) funds.
- Create internal, external, and public communications related to FireSmart activities in the Northern Rockies.

- Organize, plan, and participate in community fuel mitigation events.
- Provide direction and assistance to implement FireSmart principles on private and community land areas.
- Coordinate and/or conduct FireSmart Home Ignition Assessments within the area.
- Coordinate the creation and ongoing support of a Community FireSmart Resiliency Committee and collaborate and coordinate with other BC FireSmart Committee member agencies (BC Wildfire Service, Northern Rockies Fire Rescue, First Nations, BC Parks, etc.) in the area.
- Coordinate organizational FireSmart and Emergency Management activities in alignment with Fire Protection personnel.

2. Additional Responsibilities

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

3. Statutory Roles

None.

Decision-Making Accountability and Responsibility

1. Decision-Making Authority/Independence

This position is expected to exercise considerable initiative and is permitted significant independent judgment and action in carrying out the duties of the position. Work is periodically discussed and reviewed by the Director of Regional Development & Planning for conformance to good practice, established policy, and attainment of objectives.

2. Impact/Consequence of Error

Decisions consistently affect other Municipal employees and, at times, will affect the work performed in other departments. Inaccurate interpretation or relaying of information will result in reputational damage and/or financial loss to the Municipality and the region.

3. Financial Impact

Improper decisions may result in negative legal consequences and/or financial loss to the Municipality.

4. Human Resources

This is a non-supervisory position.

5. Occupational Health & Safety

Ensures personal safety while performing the duties of the position and complies with organizational safety programs and ensures that all WorkSafe BC and other legislative safety requirements are met.

Contacts

1. Internal

Works consistently with other Municipal staff and provides recommendations to Municipal staff and elected officials.

2. External

Provides advice, information, and education, both orally and in writing, to residents, consultants, other government agency representatives, and the public.

Working Conditions**1. Environment**

Work is performed both indoors and outside. Indoor work will often be in an office setting and fieldwork including site visits and work in rural and remote areas will be required. At times, this position may be required to work after hours and weekends and on-call after hours may be required.

2. Physical Effort

Varying levels of physical effort, including moderate lifting, sitting, walking (indoors and outdoors on varying surfaces), standing, pushing and pulling, reaching, and carrying. Repetitive motion office tasks such as typing.

Qualifications**1. Formal Education**

Post-secondary diploma/degree in Forestry, Natural Resource Management, Emergency Management or related discipline is preferred OR an equivalent combination of education and experience. Must have or be able to obtain Wildfire Mitigation Specialist qualifications.

2. Training/Experience

Two to three years' experience working in forestry, local government, natural resource management, emergency management or a related field. Must have or be able to obtain Wildfire Mitigation Specialist qualifications.

3. Professional Designation/Licenses/Memberships

Valid Class 5 Driver's License. Successful completion of a Police Information Check.

4. Knowledge/Abilities/Special Skills

Knowledge of:

- the principles, practices, and processes involved in project management;
- Knowledge of fire prevention, FireSmart, and emergency preparedness programs
- Knowledge of fire and public safety education, fire service operation, and emergency management
- the Community Charter and Local Government Act and related statutes, laws, regulations, and precedents respecting Civil Government, with emphasis on land use, regional planning, emergency management; and
- a broad general knowledge of the local natural resource sector.

Ability to:

- to manage multiple projects and work in an interdisciplinary development and management environment;
- work in an environment often governed by urgency and formal deadlines;
- handle a complex and varied workload;
- communicate effectively both orally and in writing;
- work harmoniously and effectively with individuals and groups having diverse interests and needs, while finding innovative and practical solutions to challenges;
- Ability to work with government agencies, residents, personnel, consultants, other staff, and elected officials;
- to work respectfully, knowledgeably, and effectively with Indigenous people with the capacity to allow for differing cultural perspectives;
- serve elected officials and the client public with tact, and impartiality, while preserving confidentiality and sensitivity on issues and material dealt with regularly;
- analyze and develop logical and systematic courses of action and demonstrate strong management, communication, and planning skills;

- research, interpret, and provide guidance on a variety of legislative, legal, and administrative matters relating to areas of responsibility;
- deliver educational materials to a variety of audiences; and
- strive for excellence and have a comprehensive knowledge of the dynamics required for a professional, political environment.

Special Skills or Other

- Proficiency in computers/applications (Microsoft Office).
- Excellent communication skills (verbal and written) including the ability to respond to questions and present information in a manner that is easy to understand for staff, elected officials, committees, external agencies, and the public.
- Experience developing, explaining, and presenting findings, reports, and summaries of results both verbally and in writing in a clear and concise style that is appropriate to the audience.
- Demonstratable competence in report writing, public speaking and presentation skills.